



# **MINUTES**

## **Leesburg Executive Airport**

### **September 12, 2002**

#### **Discussion Notes:**

The September meeting of the Leesburg Executive Airport Commission was held in the terminal building of the Airport, 1001 Sycolin Road SE, Leesburg, Virginia.

Commission Members Present: Mr. Stephen Axeman, Chairman, Mr. Sidney Lissner, Vice-Chairman, Mr. Stanley Caulkins, Mr. Robert Zoldos, Councilmember, Mr. Bill Whyte, Mr. Robert Jones, Mr. David Burton and Mr. Roy Steinfort

Staff Present: Mr. Doug McNeeley, Airport Director, Mr. Terry Brant, Sr. Airport Maintenance Technician, Ms. Jackie Seipel, Airport Administrative Associate and Mr. Dean Smith, Airport Maintenance Technician

#### **I. Call to Order**

Mr. Stephen Axeman called the meeting to order at 7:30 pm.

#### **II. Approval of Minutes**

A motion to approve August minutes was made by Mr. Stanley Caulkins. Motion was seconded by Mr. Bill Whyte. All were in favor, motion carried.

#### **III. Chairman's Opening Remarks**

The Chairman welcomed everyone in attendance.

#### **IV. Guest Speaker**

- Mr. Ed Levine gave a presentation about a wireless communication network at Leesburg Airport.

#### **V. Petitioners:**

- Mr. Sam Legard is in opposition to the draft hangar lease.
- Mr. Curtis Hinkley is opposed to the contents of the draft hangar lease.
- Mr. Carl Frolic was opposed to the restriction in the current and proposed lease regarding multiple planes in T- hangars.
- Mr. Craig Moen read a letter to the Commission from Mr. Jeff Munzell stating his opposition to the draft hangar lease.

#### **VI. Committee Reports:**

##### **Operations** / Roy Steinfort

- Mr. Steinfort, stated, the draft lease is unacceptable to him as written. He also requested that staff look into the feasibility of painting the South hangars.

##### **Finance** / Sidney Lissner, Dave Burton and Robert Jones / None

##### **Rules, Regulations and Minimum Standards** / Bill Whyte / None

##### **Councilmatic** / Robert Zoldos, Councilmember

- Invited the Commission and attendees to view his video of Alaska and the use of a EDSB equipment.

##### **Economic Development** / Stanley Caulkins

- Mr. Caulkins is looking for interested parties for this committee.

#### **VII. Director Report**

**West Side Safety Area** – Work is essentially completed, project has not been closed out pending punch list items.

**North Apron** – Aerial utility lines have been reviewed. Paving should begin September 15, 2002.

**North Hangar Project** – An outside contractor has begun to work on punchlist items.

**Terminal Building Parking Lot** - Schedule completion is still October 18, 2002. We are still in Phase One of the project.

**Terminal Building** - A pre-construction conference is scheduled for the week of September 16, 2002. Construction is scheduled to begin October, 2002.

**Corporate Hangar RFP** – The Director requested that additional research be done on procurement procedures for ground leases.

**Space Rental Status** - There are 65 people on the tiedown waiting list and 108 on the hangar waiting list.

**Fuel Sales** – August 2002, Jet fuel sales were up 32 percent compared to July, 2001 with 24,140 gallons sold. Avgas sales were up 16 percent to 29,350 gallons.

**Virginia Aviation Conference** - The Director attended the DOAV Conference and was introduced to a new security program available to general aviation airports. The Director is working with Leesburg Police Department to implement certain security features.

**Wash Rack** - In approximately six weeks we should have an operational wash rack if it is approved by State and Federal Environmental agencies.

**Bus Service** - The Director publicly thanked Sam Legard for his assistance in securing bus service at Leesburg Airport.

**September 11, 2002** - On the first anniversary of the terrorist attacks we had excellent assistance from the Leesburg Police Department, and a visit from the TSA Representative for Leesburg Airport.

## **VIII. Old Business**

**Wash Rack** (refer to the Directors report)

### **T-Hangar Lease**

- The Director asked for specific comments line item by line item and he will take them under advisement when developing the new hangar lease.
- Mr. Lissner asked the Director if he knows how many people would sign the new lease as it is written? The Director said he has no way to determine that in advance. Mr. Lissner stated his continued opposition to the draft lease. He

suggested a review of the Airport Rules & Regulations, this should be completed before a new lease is approved..

- The Chairman asked if the electrical amperage in the T-hangars is sufficient to support portable heaters, compressors, etc. in each unit. He also wants specifics in the lease.
- Mr. Whyte suggested that the old lease is acceptable, and we should compare the new draft lease and only work on those items that have been added to the new draft lease.
- Mr. Zoldos asked the Chairman how much feed-back about the lease he has received to date?
- A date could not be agreed upon by the Airport Commission to a meet and discuss the new draft hangar lease.

## **IX. New Business**

### **Painting the South Hangars**

- The Airport Director will get estimates and report back at the next meeting.

## **X. Public Comments**

- Mr. Mel Price voiced his concern about the insurance clause in the draft hangar lease.
- Mr. Zoldos will invite the Town Attorney to the October Commission meeting.
- Mr. Curtis Hinkley has recently read the Leesburg Airport Rules, Regulations and Minimum Standards and does not agree with the document.
- Mr. Ed Levine would like the ability to park his aircraft in tiedown spaces or T-hangars that are temporarily empty.
- Mr. Dennis Boykin received comments from the AOPA on the new hangar lease and will forward to the Director.

## **XI. Adjournment**

Mr. Sidney Lissner motioned to adjourn. Mr. Roy Steinfert seconded the motion. All were in favor, motioned carried.

